

Gattinger CPA PA

PO Box 13287
Maumelle, AR 72113
Dave@GattingerCPA.com
Phone: (501)310-8563 | Fax: (888)857-6438

Most of this organizer will not apply to you. Please complete the parts that apply to you
January 20, 2023 paying particular attention to the 1-page checklist and the 3-page questionnaire

Income tax time is here! The enclosed packet has been prepared to assist you in gathering information for the efficient preparation of your 2022 tax return and to avoid extra fees for preparation of your tax returns. Please review the entire packet and answer all questions that apply. It is also best to not use staples or orange and green highlighters.

Please bring all W2s, 1099s, 1098s and all other tax related information. In most cases, there is no need to write 2023 information on the organizer/checklist - I need the forms and other documentation sent to you. If you have questions, please make a note on the organizer as you review the organizer/checklist.

Please sign the 2-page letter "**Preparation of Your 2022 Tax Returns**" and bring this packet and all supporting documents, including W-2 and 1099 statements, to your tax-preparation appointment. .

Appointments

All meetings, including virtual, are by appointment only. If we meet in person, I still meet clients at 9200 Maumelle Blvd, next to LED World, the strip mall next to Metro Builders Appliances & More (it's now 2 buildings). It is the office on the end of the building closest to Metro Builders. I have masks available, if you don't have one.

You can call, email, or text for an appointment but you also have the option to **set your own appointment** at a time convenient for you by visiting GattingerCPA.com and selecting:

If you want to meet virtually via Zoom, please indicate when scheduling your appointment and I'll send you instructions.

Security

Included is a copy of IRS publication 4524 "Taxes, Security, Together" for your information.

You should also know that we no longer will send tax returns via email; it is just not safe. I use **TaxDome** where I will put your tax documents in a secure portal that you can access 24/7. If you have not activated your account, please let me know. It's really easy!

If you have your information saved on your computer, you upload documents into your TaxDome account and I'll have them. If you are unable to scan your documents to your computer, you can download the TaxDome app to your mobile device and use the scan option to submit the documents to your account and I'll have them.

Payment Options

Payment is due before I electronically file your tax return. If I provide your cost in the letter "Preparation of Your 2022 Tax Return", you can pay in advance, if you desire.

You can pay with a check payable to "Gattinger CPA, P.A." You can also use credit/debit cards, Cash App, or good old fashion cash. I can also email your invoice to you and you can pay electronically.

I appreciate your trust in our business. Please feel free to contact me at (501)310-8563 (phone/text) or email Dave@GattingerCPA.com if you have any questions or need additional information. You can also send a message in TaxDome.

Sincerely,

David L. Gattinger
Gattinger CPA PA
(501)310-8563

Gattinger CPA PA

PO Box 13287
Maumelle, AR 72113
Dave@GattingerCPA.com
Phone: (501)310-8563 | Fax: (888)857-6438

January 20, 2023

Your privacy is important to us. Please read the following privacy policy.

We collect nonpublic personal information about you from various sources, including:

- * Interviews regarding your tax situation
- * Applications, organizers, or other documents that supply such information as your name, address, telephone number, Social Security Number, number of dependents, income, and other tax-related data
- * Tax-related documents you provide that are required for processing tax returns, such as Forms W-2, 1099R, 1099-INT and 1099-DIV, and stock transactions

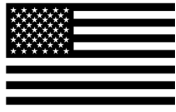
We do not disclose any nonpublic personal information about our clients or former clients to anyone, except as requested by our clients or as required by law.

We restrict access to personal information concerning you, except to our employees who need such information in order to provide products or services to you. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your personal information.

If you have any questions about our privacy policy, please contact us.

Sincerely,

David L. Gattinger
Gattinger CPA PA
(501)310-8563



Security Awareness For Taxpayers

TAXES. SECURITY. TOGETHER.

The IRS, the states and the tax industry are committed to protecting you from identity theft. Working together, we've made many changes to combat identity theft. We are making progress. The IRS is working hand-in-hand with your state revenue officials, your tax software provider and your tax professional. But, we need your help. We need you to join with us. By taking a few simple steps to protect all of your digital devices, you can better protect your personal and financial data online and at home.

Please consider these steps to protect yourself from identity thieves:

Keep Your Computer and Mobile Phone Secure

- Use firewall and security software, set it for automatic updates;
- Treat your personal information like cash, don't leave it lying around;
- Use strong, unique passwords; consider a password manager;
- Use Multi-Factor Authentication;
- Give personal information only over encrypted websites - look for "https" addresses;
- Back up your files.

Avoid Phishing Scams and Malware

Identity thieves use phishing emails to trick users into giving up passwords and other information. Don't take the bait. Look for:

- Emails that pose as trusted source, i.e. *bank, taxprovider*;
- Emails with an urgent message, i.e. *update your account now!*, with instructions to open a link or attachment;
- Never download software or apps from pop-up advertising;
- Talk to family about online security, both with computers and mobile devices.

Protect Your Tax Return

Taxpayers who can validate their identities can obtain an Identity Protection PIN. An IP PIN is a six-digit code that prevents an identity thief from filing a fraudulent tax return using your Social Security number. Learn more at www.irs.gov/ippin. If you are an identity theft victim and your tax account is affected, review www.irs.gov/identitytheft.

Avoid IRS Impersonators. The IRS will not call you with threats of jail or lawsuits. The IRS will not send you an unsolicited email suggesting you have a refund or that you need to update your account. The IRS will not request any sensitive information online. These are all scams, and they are persistent. Don't fall for them. Forward IRS-related scam emails to phishing@irs.gov. Report IRS- impersonation telephone calls at www.tigta.gov.

Gattinger CPA PA

PO Box 13287
Maumelle, AR 72113
Dave@GattingerCPA.com
Phone: (501)310-8563 | Fax: (888)857-6438

January 20, 2023

Subject: Preparation of Your 2022 Tax Returns

:

Thank you for choosing Gattinger CPA PA to assist you with your 2022 taxes. This letter confirms the terms of our engagement with you and outlines the nature and extent of the services we will provide.

We will prepare your 2022 federal and state income tax returns. We will depend on you to provide the information we need to prepare complete and accurate returns. We may ask you to clarify some items but will not audit or otherwise verify the data you submit. An Organizer is enclosed to help you collect the data required for your return. The Organizer will help you avoid overlooking important information. By using it, you will contribute to efficient preparation of your returns and help minimize the cost of our services.

We will perform accounting services only as needed to prepare your tax returns. Our work will not include procedures to find defalcations or other irregularities. Accordingly, our engagement should not be relied upon to disclose errors, fraud, or other illegal acts, though it may be necessary for you to clarify some of the information you submit. We will, of course, inform you of any material errors, fraud, or other illegal acts we discover. If you require more extensive accounting services, there will be additional fees.

The law imposes penalties when taxpayers underestimate their tax liability. Please call us if you have concerns about such penalties.

Should we encounter instances of unclear tax law, or of potential conflicts in the interpretation of the law, we will outline the reasonable courses of action and the risks and consequences of each. We will ultimately adopt, on your behalf, the alternative you select.

Based on your prior year tax returns, your investment in our tax preparation services is \$ _____, unless there are changes to your tax situation. Extra work will normally require additional fees. Completing the enclosed tax organizer will help avoid extra work and fees. Invoices are due and payable upon presentation, before we efile your returns. To the extent permitted by state law, an interest charge may be added to all accounts not paid within thirty (30) days.

Payment can be made in advance, if desired, and we accept checks, credit/debit cards, the Cash App, and cash.

We will return your original records to you at the end of this engagement. You should securely store these records, along with all supporting documents, canceled checks, etc., as these items may later be needed to prove accuracy and completeness of a return. We will retain copies of your records and our work papers for your engagement for seven years, after which these documents will be destroyed.

Our engagement to prepare your 2022 tax returns will conclude with the delivery of the completed returns to you (if paper-filing), or your signature and our subsequent submittal of your tax return (if e-filing). If you have not selected to e-file your returns with our office, you will be solely responsible to file the returns with the appropriate taxing authorities. Review all tax-return documents carefully before signing them. Any further work may incur additional fees.

To affirm that this letter correctly summarizes your understanding of the arrangements for this work, please sign the

enclosed copy of this letter in the space indicated and bring it to your tax appointment.

We appreciate your confidence in us. Please call (501)310-8563 if you have questions.

Sincerely,

David L. Gattinger
Gattinger CPA PA
(501)310-8563

(Both spouses must sign for preparation of joint returns.)

Accepted By:

Taxpayer signature Date _____

Spouse signature Date _____

___ This letter signed

___ Pages 1 and 2 reviewed (Personal and Dependent information); driver's license and bank info complete

___ The 1 or 2 page Checklist complete

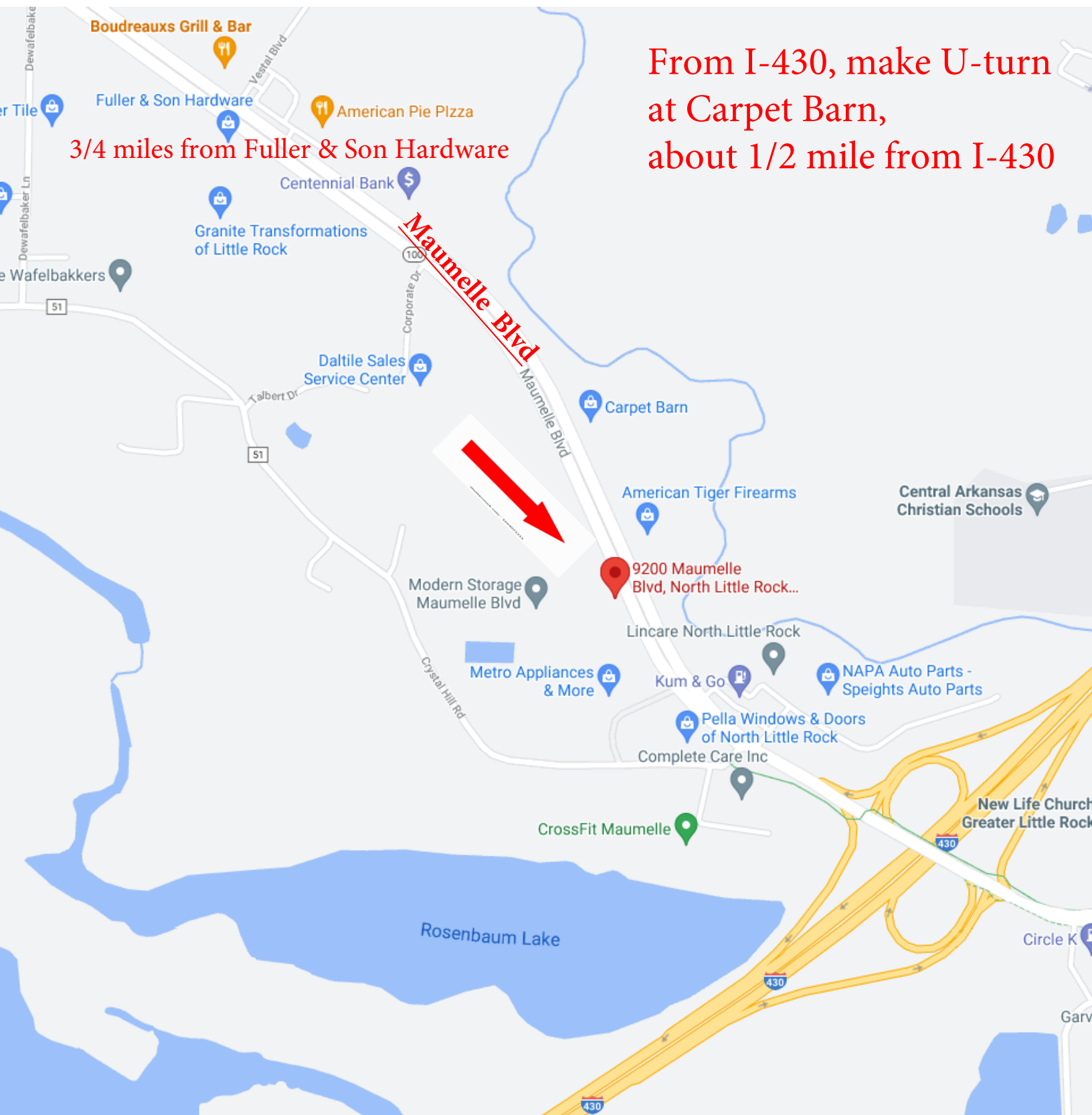
___ The 3-page Questionnaire reviewed

___ All tax forms and related documents provided

9200 Maumelle Blvd

Same location as 2020-2022

From I-430, make U-turn
at Carpet Barn,
about 1/2 mile from I-430





2022 Tax Organizer Personal Information

Personal Information

	Name	SSN	Has IP PIN	Date of birth
Taxpayer		***-**-****		
Spouse				
Name of person to whom all information should be addressed, if not the taxpayer				
Street address, city, state, and ZIP				
	Occupation	Daytime phone	Evening phone	Cell phone
Taxpayer				
Spouse				
Taxpayer email				
Spouse email				

Filing status at the end of 2022

- ☐ Single
 ☐ Married
 ☐ Widowed - If widowed and your spouse died in 2022, enter the date of death _____
- ☐ Married filing separately - If married but filing separately, did you live apart from your spouse for the last six months of 2022? _____

Yes No

- ☐ ☐ Are you or your spouse blind?
- ☐ ☐ Are you or your spouse disabled?
- ☐ ☐ Are you or your spouse a full-time student?
- ☐ ☐ Do you or your spouse want to designate \$3 to go to the Presidential Election Campaign Fund?
- ☐ ☐ At any time during 2022 did you:
 - (a) receive (as a reward, award, or payment for property or service) a digital asset
 - (b) sell, exchange, gift, or otherwise dispose of a digital asset (or a financial interest in a digital asset)

Identification Information

Taxpayer's type of photo ID

- ☐ Driver's license
 ☐ State-issued photo ID

Photo ID number _____

State photo ID was issued _____

Date photo ID was issued _____

Date photo ID expires _____

Spouse's type of photo ID

- ☐ Driver's license
 ☐ State-issued photo ID

Photo ID number _____

State photo ID was issued _____

Date photo ID was issued _____

Date photo ID expires _____

Account Information for Deposits and Withdrawals

Name of bank	Bank routing number	Bank account number	Type of account		Use this account for	
			Checking	Savings	Deposits	Withdrawals

Appointment Information

Your 2022 appointment is scheduled for _____

Dependent and Other Information

Name:

SSN: ***-**-****

Dependent Information

First and last name SSN	Has IP PIN	Relationship	Months in home	Date of birth	Disabled	Full- time student	Childcare Expenses

List dependents required to file a return _____

Child and Other Dependent Care Expenses

Name of care provider	Address	SSN or EIN	Amount Paid

Estimates

	Federal		Resident State		Resident City	
	Date paid	Amount	Date paid	Amount	Date paid	Amount
Overpayment applied from 2021						
First quarter						
Second quarter						
Third quarter						
Fourth quarter						
Additional payments						

Checklist

Name:

SSN: ***-**-****

Checklist

This check list is provided to help you gather necessary information for us to prepare your 2022 income tax return. Return this list, along with the supporting documentation, to our office and let us know of any significant changes from your 2022 tax year.

- ☐ Please provide all tax forms, including W-2, 1099, 1098, 1095, 1099 brokerage statements, IRS notices, etc.
- ☐ Also provide revenue and expenses from self-employed business, rental properties, farms, etc. unless you file another tax return (corporate or partnerships) claiming those revenues and expenses.

State and city refunds and other government payments (Form 1099-G)

- ☐ Unemployment compensation

Credit card, debit card, and third party network transactions (Form 1099-K)

- ☐ Reportable payment transactions

Other Income (provide supporting documentation for income received for the following items)

- ☐ Sale of assets or property
- ☐ Cancellation of debt
- ☐ Other income _____

Payments (provide supporting documentation for payments made for the following items)

- ☐ Educator classroom expenses
- ☐ Employee business expenses
- ☐ Contributions to a Health Savings Account
- ☐ Expenses related to work relocation with the military
- ☐ Alimony
- ☐ Student loan interest
- ☐ Refunded student loan interest payments
- ☐ Student loan forgiveness
- ☐ Tuition and fees for higher education
- ☐ Expenses related to child or dependent care
- ☐ Contributions to a Retirement Savings Account
- ☐ Medical and dental expenses
- ☐ Real estate taxes
- ☐ Other state and local taxes
- ☐ Mortgage interest
- ☐ Investment interest
- ☐ Cash contributions
- ☐ Noncash contributions
- ☐ Unreimbursed employee expenses
- ☐ Investment expenses
- ☐ Gambling losses
- ☐ Other payments _____

Questionnaire

Name:

SSN: ***-**-****

Questionnaire

Personal Information

Yes No

- ☐ ☐ Did your marital status change during the year?
If "Yes," explain _____
- ☐ ☐ If your filing status is married, but you are filing separately from your spouse, did you and your spouse live apart for the last six months of 2022?
- ☐ ☐ Can you or your spouse be claimed as a dependent by someone else?
- ☐ ☐ Did your address change during the year?
- ☐ ☐ Were you, your spouse, or any dependents a victim of identity theft?
If "Yes," explain _____
- ☐ ☐ Were you, your spouse, or any dependents issued an Identity Protection PIN (IP PIN)?
If "Yes," provide Notice CP01A from the IRS.

Provide proof of identity to be eligible to e-file your tax return (driver's license or state-issued photo ID)

Dependent Information

Yes No

- ☐ ☐ Did you have any changes in dependents during the year?
If "Yes," explain _____
- ☐ ☐ Can another person qualify to claim any of your dependents?
- ☐ ☐ Did you have any childcare expenses during the year?
- ☐ ☐ Did you have any adoption expenses during the year?
- ☐ ☐ Did you have any children under age 19 or a full-time student under age 24 with more than \$2,300 of unearned income?

Provide documentation for proof of dependent credits (school records, medical records, daycare records, etc.)

Health Care Information

Yes No

- ☐ ☐ Did any member of your household have healthcare coverage through the Marketplace (Obamacare)?
If "Yes," provide copies of Form 1095-A.
- ☐ ☐ Did you receive any distributions from a Health Savings Account (HSA), Archer MSA, or Medicare Advantage MSA during the year?

Income, Purchases, Sales, and Debt Information - Please provide details or tax forms, if yes

Yes No

- ☐ ☐ Did you receive any tips not reported to your employer?
- ☐ ☐ Did you receive any disability income during the year?
- ☐ ☐ Did you cash in any U.S. savings bonds during the year?
- ☐ ☐ Did you start a new business or purchase any rental property during the year?
- ☐ ☐ Did you sell an existing business, rental property, or other property during the year?
- ☐ ☐ Did you purchase any business assets or convert any assets to business use?
If "Yes," provide the cost of the asset, the date it was placed in service, and business use percentage.
- ☐ ☐ Did you purchase any gasoline, diesel, or special fuels for off-road business use?
- ☐ ☐ Did you buy or sell any stocks, bonds, or other investments during the year?
- ☐ ☐ Did you sell a principal residence during the year?
If "Yes," provide closing documentation for the purchase and sale of the home.
- ☐ ☐ Did you have a principal residence or a piece of real property foreclosed on during the year?
- ☐ ☐ Did you abandon a principal residence or a piece of real property during the year?
- ☐ ☐ Did you refinance your principal home or second home or take out a home equity loan during the year?
If "Yes," provide all escrow, closing, and other pertinent documentation and information.
- ☐ ☐ Did you receive any principal or interest during this year from property sold in prior years?
(Installment sale?)
- ☐ ☐ Did you rent out your home or use it for business?

Questionnaire

Name:

SSN: ***-**-****

Questionnaire

- ☐ ☐ ☐ Did you sell, exchange, or purchase any real estate during the year?
- ☐ ☐ ☐ Did you acquire a new or additional interest in a partnership or S corporation?
- ☐ ☐ ☐ Did you have any debts canceled or forgiven this year?
- ☐ ☐ ☐ Does anyone owe you money that has become uncollectible?
- ☐ ☐ ☐ Did you purchase a new hybrid, alternative motor, or electric motor energy-efficient vehicle during the year?
If "Yes," provide the year, make, model, VIN, and date the vehicle was placed in service.
- ☐ ☐ ☐ Did you receive income or incur expenses associated with a fantasy sport league?
If "Yes," provide documentation.
- ☐ ☐ ☐ Did you receive income or incur expenses associated with car sharing (e.g., Lyft or Uber)?
If "Yes," attach Form 1099-MISC, Form 1099-NEC, or Form 1099-K.
- ☐ ☐ ☐ Did you receive income or incur expenses associated with freelancing (e.g., Upwork or TaskRabbit)?
If "Yes," attach Form 1099-K or Form W-2.
- ☐ ☐ ☐ Did you receive income or incur expenses associated with fashion sharing (e.g., Poshmark or thredUP)?
If "Yes," provide documentation.
- ☐ ☐ ☐ Did you receive income or incur expenses associated with crowdfunding (e.g., Kickstarter or Indiegogo)?
If "Yes," attach Form 1099-K.
- ☐ ☐ ☐ Did you receive income or incur expenses associated with a short-term rental (e.g., Airbnb or HomeAway)?
If "Yes," provide documentation.
- ☐ ☐ ☐ Did you receive income or incur expenses as an independent contractor (e.g., Shipt, Instacart, DoorDash)?
If "Yes," provide documentation.
- ☐ ☐ ☐ Did you receive any other income you have not provided information for with this organizer?
If "Yes," explain _____

Itemized Deduction Information

Yes No

- ☐ ☐ ☐ Did you pay out-of-pocket medical or dental expenses (premiums, prescriptions, mileage, etc.) during the year?
- ☐ ☐ ☐ Did you pay any long-term care premiums for yourself, your spouse, or a dependent during the year?
- ☐ ☐ ☐ Did you receive any state or local income tax refunds from prior years?
- ☐ ☐ ☐ Did you make any major purchases (vehicle, boat, etc.) during the year?
- ☐ ☐ ☐ Did you pay any real estate property taxes or personal taxes during the year?
- ☐ ☐ ☐ Did you pay mortgage interest during the year?
- ☐ ☐ ☐ Did you make cash donations to charity during the year?
- ☐ ☐ ☐ Did you make noncash donations to charity (clothes, furniture, etc.) during the year?
- ☐ ☐ ☐ Did you donate a boat or vehicle during the year?
If "Yes," attach Form 1098-C.
- ☐ ☐ ☐ Did you have gambling winnings or losses during the year?
- ☐ ☐ ☐ Did you have any job-related expenses that were not reimbursed by your employer (uniforms, safety equipment, etc.)?
- ☐ ☐ ☐ Did you use your vehicle on the job other than for commuting to work?
- ☐ ☐ ☐ Did you work out of town at any time during the year?

Retirement Information

Yes No

- ☐ ☐ ☐ Did you make any contributions to an IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan during the year?
- ☐ ☐ ☐ Did you make any withdrawals or receive distributions from a pension or profit sharing plan, IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan during the year?
- ☐ ☐ ☐ Did you execute any rollovers from an IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan during the year?
- ☐ ☐ ☐ Did you receive any Social Security benefits during the year?

Education Information

Questionnaire

Name:

SSN: ***-**-****

Questionnaire

Yes No

- ☐ ☐ Did you pay tuition expenses that were required for attending college, university, or vocational school for yourself, your spouse, or a dependent during the year (even if classes were attended in another year)?
- ☐ ☐ Did anyone in your household attend a post-secondary school during the year?
- ☐ ☐ Did you make a contribution to or receive a distribution from an Education Savings Account or Qualified Tuition Program during the year?
- ☐ ☐ Did you pay student loan interest for yourself, your spouse, or your dependents during the year?
If "Yes," provide the amount of interest that was refunded.
- ☐ ☐ Did you receive forgiveness on a qualifying federal student loan?

Foreign Tax Information

Yes No

- ☐ ☐ Did you have a financial interest in or signature authority over a financial account or asset located in a foreign country?
- ☐ ☐ Did you receive a distribution from, or were you a grantor of, or transferor to, a foreign trust?
- ☐ ☐ Did the aggregate value of your foreign accounts exceed \$10,000 at any time during the year?
- ☐ ☐ Did you have any income from, or pay taxes to, a foreign country?
- ☐ ☐ Did you receive a Schedule K-3 from a partnership or S corporation?
- ☐ ☐ Did you own property in a foreign country?

Refund, Withholding, and Estimated Tax Information

Yes No

- ☐ ☐ If you have an overpayment of 2022 taxes, do you want the refund applied to your 2023 estimated taxes?
- ☐ ☐ Did you make any estimated payments toward your 2022 taxes?
- ☐ ☐ Did you apply an overpayment of your 2021 taxes to your 2022 estimated taxes?
- ☐ ☐ Do you want to have any refund or balance due directly deposited or withdrawn?
If "Yes," provide a canceled checking or savings slip.
- ☐ ☐ Do you anticipate your income or withholdings to be different for 2023?

Miscellaneous Information

Yes No

- ☐ ☐ Did you receive, sell, exchange, gift, or otherwise dispose of any digital asset or financial interest in any digital asset?
- ☐ ☐ Did you incur a gain or loss due to damaged or stolen property, while living in a federally declared disaster area?
If "Yes," provide the incident date, value of the property, and amount of insurance reimbursements.
- ☐ ☐ Did you pay wages to any household employees (babysitter, nanny, housekeeper, etc.)?
- ☐ ☐ Did you make gifts to any one person in excess of \$16,000 during the year?
- Yes No**
- ☐ ☐ If "Yes," are you splitting the gift with your spouse?
- ☐ ☐ Did you incur moving expenses with the military during the year?
- ☐ ☐ Did you make any energy-efficient improvements to your main home during the year?
- ☐ ☐ Are you a business owner who paid health insurance premiums for your employees during the year?
- ☐ ☐ Do you own interest or shares in or did you dispose of a Qualified Opportunity Fund during the year?
- ☐ ☐ Did you make any purchases subject to Use Tax during the year?
If "Yes," provide details.
- ☐ ☐ Did you receive any notices from the IRS or state taxing authority?
If "Yes," explain _____
- ☐ ☐ May the IRS discuss your tax return with your preparer?
- ☐ ☐ Would you like a copy of your tax return sent to you electronically instead of receiving a printed copy?

Income

Name:SSN: ***-**-****

Wages & Salaries

Provide all copies of Form W-2

TS	Employer name	2022 federal wages

Retirement

Provide all copies of Form 1099-R

TS	Payer name	2022 distribution

☐ Yes ☐ No

Did you take a distribution from an IRA and give it to an organization eligible to receive tax-deductible contributions?

☐ Yes ☐ No

Did you use any of the distributions for disaster relief?

Name:

SSN: ***-**-****

Provide all copies of Form 1099-DIV and other statements that report dividend income.

[illegible]

Provide all copies of Form 1099-INT, Form 1099-OID, and other statements that report interest income.

[illegible]

If any interest income listed above is from a seller-financed mortgage, provide the payer's ID number and address

Name:

SSN: ***-**-****

Sale of Capital Assets (not reported on Form 1099-B)

Provide all brokerage statements

[illegible]

Installment Sale Income

Description of property: _____

Date acquired	Date sold	2022	Prior years
---------------	-----------	------	-------------

Selling price	_____	
Mortgages assumed	_____	
Cost of property sold	_____	
Depreciation allowed	_____	
Commissions and expense of sale	_____	
Gross profit percentage	_____	
Interest received	_____	
Principal payments received		

Property was sold to a related party ☐

Other Income and Adjustments

Name:

SSN: ***-**-****

Other Income

	2022 Taxpayer	2022 Spouse
Social Security Benefits (attach Forms 1099-SSA)		
Railroad Retirement Benefits (attach Forms 1099-RRB)		
State income tax refund (attach Forms 1099-G)		
Alimony received		
Divorce or separation date _____ Amount _____		
Unemployment compensation (attach Forms 1099-G)		
Unemployment compensation repaid in 2022		
Gambling winnings (attach Forms W2-G)		
Alaska Permanent Fund		
Jury duty pay		
ABLE distributions		
Scholarships or grants not reported on Form W-2		
Other income: _____		

Adjustments

	2022 Taxpayer	2022 Spouse
Educator expenses (If you are an educator, enter the amount you paid for classroom supplies)		
Contributions made to a Health Savings Account (HSA)		
Payments made for Self-Employed Health Insurance for you, your spouse, or dependents		
Alimony paid		
Name _____		
SSN _____ Divorce or separation date _____		
Name _____		
SSN _____ Divorce or separation date _____		
Contributions made to a Self-Employed Pension plan (SEP), SIMPLE, or Solo 401K		
Contributions made to an Individual Retirement Account (IRA)		
Contributions made to a Roth IRA		
Interest paid on a student loan		
Other adjustments: _____		

Schedule C - Profit or Loss from Business

Name:

SSN: ***-**-****

General Business Information

TS _____ Professional product or service _____ Employer ID number _____

Business name _____

Business address, city, state, ZIP _____

Accounting Method: ☐ Cash ☐ Accrual ☐ Other (specify) _____

☐ This business started or was acquired during 2022.

☐ This business was disposed of during 2022.

Select if this business is for:

☐ Professional gambler

☐ Newspaper delivery and you are under 18 years of age

☐ Exempt Notary income

☐ A clergy

Yes No

☐ ☐ Payments of \$600 or more were paid to an individual, who is not your employee, for services provided for this business.

☐ ☐ If "Yes," did you file Forms 1099 for the individuals?

☐ ☐ You received a Paycheck Protection Program (PPP) loan for this business.

☐ ☐ If "Yes," was any portion of the loan forgiven?

Income

2022

2022

Gross receipts or sales _____ Other income _____

Returns & allowances _____ _____

Expenses

2022

2022

Advertising _____ Repairs & maintenance _____

Car & truck expenses _____ Supplies _____

Commissions & fees _____ Taxes & licenses _____

Contract labor _____ Travel _____

Depletion _____ Total meals _____

Employee benefit programs _____ Utilities _____

Insurance (other than health) _____ Wages _____

Interest - mortgage _____ Family health coverage payments
for taxpayer, spouse or dependents _____

Interest - other _____ Other expenses (list) _____

Legal & professional services _____ _____

Office expenses _____ _____

Pension & profit sharing plans _____ _____

Rent or lease (vehicles,
machinery, & equipment) _____ _____

Rent (other business property) _____ _____

Cost of Goods Sold

2022

2022

Inventory at beginning of year _____ Materials & supplies _____

Purchases _____ Other costs _____

Cost of personal use items _____ Inventory at end of year _____

Cost of labor _____ ☐ There was a change in inventory method.

Schedule E - Income or Loss from Rental Real Estate & Royalties

Name: _____ SSN: ***-**-****

General Property Information

TSJ _____
Property description _____
Address, city, state, ZIP _____

Select the property type
☐ Single family residence ☐ Vacation / short-term rental ☐ Land ☐ Self-rental
☐ Multi-family residence ☐ Commercial ☐ Royalties ☐ Other _____

Number of days property was rented _____ Number of days property was used for personal use _____

If the rental is a multi-dwelling unit and you occupied part of the unit, enter the percentage you occupied _____

☐ This property was placed in service during 2022. Yes No
☐ This property was disposed of during 2022. ☐ ☐ Payments of \$600 or more were paid to an individual, who is not your employee, for services provided for this rental.
☐ This property is your main home or second home. ☐ ☐ If "Yes," did you file Forms 1099 for the individuals?
☐ This property was owned as a qualified joint venture.

Income

	2022	2022
Rent income	_____	Royalties from oil, gas, mineral, copyright or patent _____

Expenses

	Rental unit expenses	Rental and homeowner expenses	
Advertising	_____	_____	If this Schedule E is for a multi-unit dwelling and you lived in one unit and rented out the other units, use the "Rental and homeowner expenses" column to show expenses that apply to the entire property. Use the "Rental unit expenses" column to show expenses that pertain ONLY to the rental portion of the property.
Auto & travel	_____	_____	
Cleaning & maintenance	_____	_____	
Commissions	_____	_____	
Insurance	_____	_____	
Legal & professional fees	_____	_____	
Management fees	_____	_____	
Mortgage interest	_____	_____	
Other interest	_____	_____	
Repairs	_____	_____	
Supplies	_____	_____	If the Schedule E is not for a multi-unit property in which you lived in one unit, complete just the "Rental unit expenses" column.
Taxes	_____	_____	
Utilities	_____	_____	
Depletion	_____	_____	
Other expenses	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	

Name:

SSN: ***-**-****

Provide all copies of Schedule K-1 and attachments

[illegible]

Schedule F - Profit or Loss from Farming

Name: SSN: ***-**-****

General Information

TS _____ Principal product _____ Employer ID number _____

Accounting method, if not cash: ☐ Accrual

☐ This farm was disposed of during 2022.

Yes No

☐ ☐ Payments of \$600 or more were paid to an individual, who is not your employee, for services provided for this farm.

☐ ☐ If "Yes," did you file Forms 1099 for the individuals?

☐ ☐ You received a Paycheck Protection Program (PPP) loan for this business.

☐ ☐ If "Yes," was any portion of the loan forgiven?

Income

2022	2022
Sale of livestock / other items	Custom hire income
Cost of items bought for resale	Beginning inventory for accrual
Sale of products you raised	Ending inventory for accrual
Total cooperative distributions (Provide 1099-PATR)	☐ You used unit-livestock-price or farm-price inventory method.
Total agricultural payments	Other income
Commodity Credit Corporation (CCC) loans:	
CCC loans reported	
CCC loans forfeited	
Crop insurance proceeds:	
Amount received in 2022	
☐ You elect to defer to 2023	
Amount deferred from 2021	

Expenses

2022	2022
Car & truck expenses	Rent - other (land, animals, etc.)
Chemicals	Repairs & maintenance
Conservation expenses	Seeds & plants purchased
Custom hire (machine work)	Storage & warehousing
Employee benefit programs	Supplies purchased
Feed purchased	Taxes
Fertilizers & lime	Utilities
Freight & trucking	Veterinary, breeding, & medicine
Gasoline, fuel, & oil	Family health coverage payments for taxpayer, spouse or dependents
Insurance (other than health)	Other expenses
Interest - mortgage (paid to banks, etc.)	
Interest - other	
Non-W-2 labor hired	
W-2 wages paid	
Pension & profit-sharing plans	
Rent - vehicles, machinery, & equipment	

Form 4835 - Farm Rental Income and Expenses

Name: SSN: ***-**-****

General Information

TSJ Employer ID Number

Description

☐ This farm was disposed of during 2022

Income

	2022	2022
Income from production of livestock, produce, grains, & other crops		Crop insurance proceeds:
Total cooperative distributions		Amount received in 2022
Total agricultural payments		☐ You elect to defer to 2023
Commodity Credit Corporation (CCC) loans:		Amount deferred from 2021
CCC loans reported		Other income
CCC loans forfeited		

Expenses

	2022	2022
Car & truck expenses		Seeds & plants purchased
Chemicals		Storage & warehousing
Conservation expenses		Supplies purchased
Custom hire (machine work)		Taxes
Employee benefit programs		Utilities
Feed purchased		Veterinary, breeding, & medicine
Fertilizers & lime		Other expenses
Freight & trucking		
Gasoline, fuel, & oil		
Insurance (other than health)		
Interest - mortgage (paid to banks, etc.)		
Interest - other		
Labor hired (less jobs credit)		
Pension & profit-sharing plans		
Rent - vehicles, machinery & equipment		
Rent - other (land, animals, etc.)		
Repairs & maintenance		

Expenses Related to Business

Name: _____ SSN: ***-**-****

Auto Expense

Name of business vehicle is used for _____

Description of vehicle _____ Date vehicle was placed in service _____

Yes	No		Yes	No
☐	☐	Was this vehicle available for use during off-duty hours?	☐	☐
☐	☐	Was another vehicle is available for personal use?	☐	☐
			☐	☐
				If "Yes," is the evidence written?

Mileage

Number of miles the vehicle was driven during 2022

Business:	Before July 1, 2022	Commuting
	After June 30, 2022	Other

Expenses

Garage rent	Repairs
Gas	Tires
Insurance	Tolls
Licenses	Lease addback
Oil	Other expenses
Parking fees	
Rental fees	
Interest	
Property tax	

Business Use of Home

Name of business home is used for _____

What is the total square footage of your home that was used regularly and exclusively for business? _____

What is the total square footage of your home? _____

For daycare facilities not used exclusively for business, complete the following questions

How many days during the year was the area used? _____

How many hours per day was the area used? _____

☐ The daycare facility was in operation for the entire year

Expenses	Office expenses	Home expenses
Mortgage interest		
Real estate taxes		
Excess mortgage interest		
Excess real estate taxes		
Insurance		
Rent		
Repairs & maintenance		
Utilities		
Other expenses		

In the "Office expenses" column, enter those expenses that pertain exclusively to your office; in the "Home expenses" column, enter those expenses that pertain to the entire dwelling.

Household Employment

Name:

SSN: ***-**-****

TSJ _____ Employer Identification Number _____

- Yes No
- ☐

☐

Did you pay any one household employee cash wages of \$2,400 or more in 2022?
- ☐

☐

Did you withhold federal income tax during 2022 for any household employee?
- ☐

☐

Did you pay total cash wages of \$1,000 or more in any calendar quarter of 2021 or 2022 to all household employees?
- ☐

☐

Did you pay unemployment contributions to only one state?
- ☐

☐

Did you pay all state unemployment contributions for 2022 by April 18, 2023?
- ☐

☐

Were all wages that are taxable for FUTA tax also taxable for your state's unemployment tax?

2022

Total cash wages subject to Social Security tax

Total cash wages subject to Medicare tax.

Total cash wages subject to Additional Medicare tax withholding

Federal income tax withheld

Qualified sick leave wages

Qualified family leave wages

Qualified health plan expenses

TSJ _____ Employer Identification Number _____

- Yes No
- ☐

☐

Did you pay any one household employee cash wages of \$2,400 or more in 2022?
- ☐

☐

Did you withhold federal income tax during 2022 for any household employee?
- ☐

☐

Did you pay total cash wages of \$1,000 or more in any calendar quarter of 2021 or 2022 to all household employees?
- ☐

☐

Did you pay unemployment contributions to only one state?
- ☐

☐

Did you pay all state unemployment contributions for 2022 by April 18, 2023?
- ☐

☐

Were all wages that are taxable for FUTA tax also taxable for your state's unemployment tax?

2022

Total cash wages subject to Social Security tax

Total cash wages subject to Medicare tax.

Total cash wages subject to Additional Medicare tax withholding

Federal income tax withheld

Qualified sick leave wages

Qualified family leave wages

Qualified health plan expenses

Schedule A - Itemized Deductions

Name:

SSN: ***-**-****

Medical and Dental Expenses

Health insurance premiums
(paid by you, not through work)

Amount that is for Medicare premiums

Long-term care premiums (you)

Long-term care premiums (your spouse)

Long-term care premiums (dependents)

Mileage driven for medical purposes
Before July 1, 2022

After June 30, 2022

Out of pocket medical & dental expenses
Doctor, dental, etc

Prescription medicines

Glasses & contacts

Hearing aids

Medical equipment & supplies

Hospital services

Laboratory services

Nursing services

Other

Taxes Paid

State and local income taxes

General sales tax (vehicle, boat, home, etc.)

Real estate taxes

Personal property taxes

Auto registration taxes not
deductible for state

Other taxes (list)

.

.

Interest Paid

Home mortgage interest paid (attach Form 1098)

☐ Some of your home mortgage loan was not
used to buy, build, or improve your home.

Home mortgage interest paid to an individual

Paid to:

Name

Address

City, State, ZIP

SSN or EIN

Points not reported on Form 1098

Investment interest

Charitable Contributions

Donations to charity	Cash	Noncash	Amount
Church	☐	☐	
Boy or Girl Scouts	☐	☐	
Goodwill	☐	☐	
Red Cross	☐	☐	
Salvation Army	☐	☐	
United Way	☐	☐	
Veterans	☐	☐	
Hospital	☐	☐	
University	☐	☐	
Other	☐	☐	

Miles driven for charitable purposes

Other Miscellaneous Deductions

Amortizable bond premiums

Federal estate tax

Gambling losses

Impairment-related work expenses

Claim repayments

Unrecovered pension investments

Loss from other activities from Schedule K-1

Ordinary loss debt instrument

Excess deduction on termination

Job Expenses & Certain Miscellaneous Deductions

Necessary job expenses you paid that were not reimbursed by your employer

Safety equipment, tools, & supplies

Uniforms

Protective clothing (shoes, hardhats, glasses, etc.)

Dues to professional organizations

Books & subscriptions

Other

Union dues

Tax preparation fees

Other nonpersonal expenses related to taxable income

Safe deposit box fees

Investment expenses not entered elsewhere

Other

Home equity interest.

Other Information

Name:

SSN: ***_**_****

Mortgage Interest Provide all copies of Form 1098

TSJ	Lender's name	Mortgage interest received	Mortgage insurance premiums	Real estate taxes paid
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Employee Business Expenses

TS _____

Select if you are:

☐ A qualified performing artist

☐ A fee-based state or local government official

☐ A disabled employee with impairment-related work expenses

☐ An Armed Forces reservist

☐ You are a member of the clergy

Select if you:

☐ Used your personal vehicle for your job during 2022

NOT reimbursed by your employer

Reimbursed by your employer not included in box 1 of your W-2

Parking fees, tolls, local transportation

Meals

Overnight business travel expenses (Do not include meals & entertainment)

Other business expenses

Casualties and Thefts

TSJ _____ FEMA code _____

TSJ _____ FEMA code _____

Property description _____

Property description _____

Property location _____

Property location _____

Date property was acquired _____

Date property was acquired _____

Date property was damaged or stolen _____

Date property was damaged or stolen _____

Cost of property damaged or stolen _____

Cost of property damaged or stolen _____

Fair market value before incident _____

Fair market value before incident _____

Fair market value after incident _____

Fair market value after incident _____

Insurance reimbursement _____

Insurance reimbursement _____

Other Information

Name:

SSN: ***_*_*_****

Health Savings Account

TS _____

The taxpayer's coverage is under a high-deductible health plan for:

☐ Taxpayer only

☐ Family

2022

HSA contributions made for 2022

Total distributions from all HSAs during 2022

Distributions included above that were rolled over into another account

Qualified medical expenses paid using HSA distributions

Education Expenses

Provide all copies of Form 1098-T

Student name _____

Student name _____

Type of expense

Amount

Type of expense

Amount

Student name _____

Student name _____

Type of expense

Amount

Type of expense

Amount

Job-related Moving Expenses

TSJ _____

☐ Select this box and complete the fields below if you are a member of the Armed Forces on active duty, and moved due to a military order for a permanent change of station.

2022

Number of miles from old home to old workplace

Number of miles from old home to new workplace

Expenses to transport and store household goods and personal effects

Travel and lodging expenses while traveling to your new home

Drake Software - Individual Organizer - Copyright 2022

N_OTHER2.LD

Income

Name:SSN: ***_*_*_****

Form 1099-MISC Income

Provide all copies of Form 1099-MISC

TS	Payer name	2022 amount

Form 1099-NEC Income

Provide all copies of Form 1099-NEC

TS	Payer name	2022 amount